



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 20-06**

**MEMORANDUM**

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**To:** School Health & Nutrition Program Sponsors  
**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services  
Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs  
**Date:** November 17, 2005  
**RE:** Case Number Applications

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This memo is to reiterate the procedures for certifying a National School Lunch Program (NSLP) application that contains a Food Stamp, Cash Assistance (CA) or Food Distribution Program on Indian Reservation (FDPIR) case number, which is referred to as a Case Number Application.

Currently, it is required that a Case Number Application contains the following three items to be certified:

1. Name of the child(ren)
2. The Food Stamp, CA or FDPIR case number for **each** child and
3. Signature of an adult household member

**Note: See Free and Reduced-Price Policy Manual, pg. 19, 50 and 55 for further details.**

Case number applications that do not have a Food Stamp, CA or FDPIR case number for **each** child need to be followed up with or considered incomplete for the child(ren) missing data.

Local Educational Agencies (LEA) receiving a Coordinated Review Effort (CRE) in SY2005-2006 will receive only corrective action for incorrect Case Number Application certifications.

Starting SY2006-2007 all LEAs will receive both fiscal action and corrective action for incorrect Case Number Application certifications consistent with 7 CFR 210.19(c).

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.

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